

To: Personnel Office Training Officer

Training Request (Sec PDM -53)					Date	
1. Name		2. Grade	3. Title		4. Division / Staff	
5. Age	6. Sex	7. Marital Status		8. Length of Service:	in CIA	in Personnel
9. Title & description of training to be taken (include no. of hours, inclusive dates, and if outside the Agency, name of institution, whether credit given & thesis required, names of instructors (if known)).						
10. Specific Objectives to be accomplished, or level of proficiency to be obtained by training.						
11. Qualifications of individual for requested training. Include summary of academic background and professional experience.						
12. Expense to Agency. Include statement as to need for advance of funds.						
13. Remarks — continuation of above enclosures or additional remarks on back.						
Name _____ Supervisor			Signature of Individual Requesting Training _____			
APPROVED _____ Date _____			Name _____ Title _____ for the Personnel Career Service			
APPROVED - No Security Objection (For non-CIA courses on time and at expense of individual)			Name _____ Title _____ for the Security Office			